

**MINUTES OF THE
AD HOC COMMITTEE TO EVALUATE RECONFIRMATION
OF PERSONNEL OPENINGS**

TUESDAY, JULY 8, 2008

At a meeting of the **Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings**, held Tuesday, July 8, 2008, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Duzyj-Chair, J. Flynn, Doherty, Rocca and Switalski.

Chair Duzyj called the meeting to order at 9 a.m.

AGENDA

MOTION

A motion was made by Rocca, supported by Doherty, to adopt the agenda, as presented. **The Motion Carried.**

STATISTICAL SUMMARY OF AD HOC ACTIONS RE: VACANT PERSONNEL OPENINGS

MOTION

A motion was made by Doherty, supported by J. Flynn, to receive and file the statistical summary of Ad Hoc actions regarding vacant personnel openings. **The Motion Carried.**

EVALUATION AND RECOMMENDATION TO PERSONNEL COMMITTEE REGARDING DETERMINATION OF EACH VACANT PERSONNEL OPENING

One Data Maintenance Supervisor – Friend of the Court

MOTION

A motion was made by Doherty, supported by Rocca, to approve the reconfirmation of one Data Maintenance Supervisor in Friend of the Court and forward to the Personnel Committee. **The Motion Carried.**

One Typist Clerk III – Health Department

MOTION

A motion was made by Doherty, supported by Rocca, to approve the reconfirmation of one Typist Clerk III in the Health Department and forward to the Personnel Committee.

Mr. Kalkofen explained that this position is the only clerical support at their central office and the primary responsibilities are typing reports and food service activities.

Chair Duzyj called for a vote on the motion and **The Motion Carried.**

One Safety Specialist – Risk Management & Safety Department

MOTION

A motion was made by J. Flynn, supported by Rocca, to approve the reconfirmation of one Safety Specialist in the Risk Management and Safety Department and waive the 20 week hiring delay and forward to the Personnel Committee.

Commissioner Doherty spoke about the possibility of contracting this service out and whether it would be more cost effective. Mr. Anderson stated that he could look into that, but said he did not know if there is a private person who can encompass all that would be required because it is a position that needs training on many issues. Commissioner Doherty asked that he look into that and do a cost comparison to fill this position in a manner that is more cost effective, including a contracted service or temporary person.

Chair J. Flynn accepted a friendly amendment to approve the position and seek alternatives as directed. It was indicated that this will be on the July 22nd Personnel Committee agenda and Mr. Anderson can provide any information he has obtained.

Chair Duzyj called for a vote on the motion, as amended, and **The Motion Carried.**

ADJOURNMENT

MOTION

A motion was made by Doherty, supported by J. Flynn, to adjourn the meeting at 9:21 a.m. **The Motion Carried.**

Corinne Bedard
Committee Reporter